



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 13, no. 7

GP 3.16/3-2:13/7

March 31, 1992



**Maintenance** - As a minimum standard for the care and maintenance of depository property, the Government Printing Office insists that the maintenance accorded to depository materials be no less than that given to commercially purchased publications. - Instructions to Depository Libraries, U.S. G.P.O., 1988.



United States Government Printing Office  
Washington, DC 20402

ASSISTANT PUBLIC PRINTER  
(Superintendent of Documents)

March 11, 1992

Dear Depository Librarian:

In my February 14, 1992 letter, which appeared in Administrative Notes, volume 13, #5, 2/29/92, I requested that you remove a five-part set entitled **Port Needs Study (Vessel Traffic Services Benefits)** from your shelves and place them temporarily on hold in your office. The issuing agency had placed an embargo on use by the public.

I am pleased to report that the U.S. Coast Guard eliminated the embargo on these materials on March 6. Please release these documents for public use and circulation.

Descriptive information on these publications:

Title: **Port Needs Study (Vessel Traffic Services Benefits),  
Study Overview**

Shipping list #: 91-0589-P  
Shipping list date: September 3, 1991  
Item number: 0982-K-02  
SuDocs class #: TD 10.2:P 63

Title: **Port Needs Study (Vessel Traffic Services Benefits),  
Volume I: Study Report**

Shipping list #: 91-0608-P  
Shipping list date: September 9, 1991  
Item number: 0934  
SuDocs class #: TD 5.2:V 63/2/v.1

Title: **Port Needs Study (Vessel Traffic Services Benefits),  
Volume II: Appendices, Part 1**

Shipping list #: 91-0610-P  
Shipping list date: September 10, 1991  
Item number: 0934  
SuDocs class #: TD 5.2:V 63/2/v.2/pt/1

**Title: Port Needs Study (Vessel Traffic Services Benefits),  
Volume II: Appendices, Part 2**

Shipping list #: 91-0613-P  
Shipping list date: September 11, 1991  
Item number: 0934  
SuDocs class #: TD 5.2:V 63/2/v.2/pt/2

**Title: Port Needs Study (Vessel Traffic Services Benefits),  
Volume III**

Shipping list #: 91-0604-P  
Shipping list date: September 6, 1991  
Item number: 0934  
SuDocs class #: TD 5.2:V 63/2/v.3

Thank you for your cooperation in this matter.

Sincerely,

*Wayne P. Kelley*

WAYNE P. KELLEY  
Assistant Public Printer  
(Superintendent of Documents)



## **New Bulletin Board SIG Open for Your Comments On the Supreme Court Pilot Project**

A new SIG (Special Interest Group), HERMES, is now open on the Federal Depository Library Program Electronic Bulletin Board. Users may leave messages and upload files describing their experiences with Project Hermes and their use of the Supreme Court opinions disseminated through it.

As the project nears completion of its pilot phase, we would appreciate any information you can share with us regarding the general identity of your end users (judges, lawyers, students, faculty, etc.), and how they are using the opinions. We would also appreciate any comments you may have concerning the usefulness of the information, and any recommendations you may have for improvement.

HERMES may be accessed by typing "shermes" from the SIG main menu.



## **USGS Will Sell DMA Maps as of April 15**

Effective April 15, 1992, the Defense Mapping Agency (DMA) will transfer the responsibility for the public sale of its topographic maps, gazetteers, and other publications to the U.S. Geological Survey (USGS). A notice to this effect will appear soon in the Federal Register.

Persons or organizations in the United States desiring domestic and international map products should contact USGS at the address below:

USGS Branch of Distribution  
Box 25286, Federal Center  
Denver, CO 80225  
(303) 236-7477

Depository libraries selecting DMA aeronautical, hydrographic, and topographic products through the GPO/DMA cooperative map distribution program will not be affected by this change. Those libraries selecting gazetteers in microfiche will also not be affected. The change applies only to the separate purchase of maps.



## **Sales Order Forms Available**

Do users of government documents in depository libraries ask how they can buy documents? You can help them by making available copies of the Superintendent of Documents sales order form, shown on the following pages. The form, which is reproducible, also appears in each issue of the Monthly Catalog of U.S. Government Publications. Requests for additional copies may be made to:

Publication Order Branch  
Stop: SSOP  
U.S. Government Printing Office  
Washington, DC 20402

**MAIL ORDER TO:**

**Superintendent of Documents  
P.O. Box 371954  
Pittsburgh, PA 15250-7954**

**ORDER BY PHONE:**

**(202) 783-3238**  
8 A.M. – 4 P.M.  
eastern time



To fax your publication orders (202) 512-2250  
To fax your subscription orders (202) 512-2233

Please Type or Print (Form is aligned for typewriter use.)

Customer's Name and Address		
Name		
Attn:		
Street Address		
City	State	ZIP

Send To: (If other than address at left)

Name \_\_\_\_\_

Attn: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime Telephone ( )  
(In case we have a question) AREA CODE

May we make your name/address available to other mailers? ☐ ☐

Your Purchase Order No. \_\_\_\_\_ Date \_\_\_\_\_

Price Quote Identifier \_\_\_\_\_

Account Number \_\_\_\_\_

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Qty.	Unit of Issue	Stock Number	Title	Price Each	Total Price
Total for Publications					

## Subscriptions

Qty.	List ID	Title	Price Each	Total Price
Please Choose Method of Payment:			Total for Subscriptions	
			Total Cost of Order	

**Please Choose Method of Payment:**

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### About Your Order

Prices are subject to change. You may want to verify prices and stock availability by calling the Order Desk at (202) 783-3238.

Please allow a minimum of four weeks for domestic delivery of publications and six weeks for domestic delivery of subscriptions. Allow an additional six weeks for international delivery.

## Customer Service

For questions concerning previously placed publication orders call (202) 512-2457 or fax (202) 512-2164. For questions concerning previously placed subscription orders call (202) 512-2303 or fax (202) 512-2168.

## Shipping

The Superintendent of Documents pays for normal shipping. United Parcel Service (UPS), first class, airmail services, and other special shipping means are available for an additional charge. Please contact us at (202) 783-3238 in advance for rates if you desire this service, and indicate on your order if you desire special postage.

Unit of Issue	Explanation
EA	Each - single copy
KT	Kit of multiple items
PD	Pad - multiple sheets
PK	Package-multiple copies
SE	Set of multiple items

When ordering items sold in packs or pads, please order in those units and not the quantity contained in the package or pad.

**FOR OFFICE USE ONLY**

_____ Publications _____
_____ Subscriptions _____
Special shipping charges _____
International handling _____
Special charges . . . . _____
OPNR . . . . . _____
_____ UPNS _____
_____ Balance Due _____
_____ Discount _____
_____ Refund _____

Please see reverse side of this form for additional ordering information.

**Thank you for your order!**



## How to Remit

To speed the processing of your order, please be sure to complete this special order form carefully. Photocopies of the form are acceptable.

Our regulations require payment in advance of shipment. Your check or money order should be made payable to the Superintendent of Documents. Your order may also be charged to a VISA, MasterCard, or prepaid Superintendent of Documents deposit account. If a credit card is used, please be sure to include the date of expiration. Postage stamps and currency are not acceptable forms of payment.

When ordering publications other than subscriptions, type or print the stock number, quantity, title, price, and total payment enclosed.

When ordering a single issue of a subscription, type or print the complete title of the subscription, the list ID or the stock number of the issue ordered (when available), the single copy price, and all data pertaining to the requested issue (issue date, volume number, issue number, etc.).

When ordering subscriptions, type or print the quantity, list ID, title, unit price, and total payment enclosed. All subscriptions are for one year unless otherwise noted. Subscribers will be notified in ample time to renew. [Mail original of form to Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.]

## Telephone Orders

Orders can be charged to a VISA, MasterCard, or prepaid Superintendent of Documents Deposit Account by calling our Order Desk at (202) 783-3238 between 8 AM and 4 PM eastern time, Monday through Friday. To fax your subscription/combination order use (202) 512-2233; to fax your publication/or single issue subscription order use (202) 512-2250 24 hours a day, 7 days a week.

Please wait for at least 4 weeks for publications and 6 weeks for subscriptions before inquiring about your order. For inquiries on subscriptions, write to Subscription Service Section, U.S. Government Printing Office, Stop: SSOM, Washington, DC 20402-9375. (Call (202) 512-2303 or fax (202) 512-2168 for subscription inquiries.) For publications other than subscriptions, write to Publications Service Section, U.S. Government Printing Office, Stop: SSOS, Washington, DC 20402-9329. You may also call (202) 512-2457 or fax (202) 512-2164 for inquiries concerning publication orders.

## Customer Service

Occasionally, errors may occur in the processing of orders. Should you find an error in your order, please write to the Superintendent of Documents. All claims must be submitted within 6 months. **PLEASE DO NOT RETURN PUBLICATIONS UNLESS SO NOTIFIED.** We do not accept the return of publications for exchange or credit unless an error was made by this Office in filling your order. Please remember that all sales are final.

## Bookdealers

Designated bookdealers and educational institution bookstores are authorized a 25-percent discount on the domestic price of any publication ordered if delivered to the dealer's normal place of business. This rule applies to single as well as multiple copies of a publication, except on items specifically designated "no discount allowed." No discounts are allowed when the publication, pamphlet, periodical, or subscription service is mailed to a third party (unless in quantities of 100 or more), or on those periodicals or subscription services which fall into a special pricing category. The maximum discount allowed is 25 percent.

## Orders of 100 or More Copies

Any customer ordering 100 or more copies of a single subscription or other publication for delivery to a single destination will be allowed a 25-percent discount on the domestic price of the item (except those items specifically designated "no discount allowed").

## Deposit Accounts

A deposit account may be established by sending a minimum of \$50.00 and receiving a unique deposit account number, which can be used to charge future purchases. Order blanks are provided and monthly statements are mailed to customers with active deposit accounts. Telephone orders will be accepted on any deposit account if sufficient funds are available in the account. For more information, please write:

Superintendent of Documents  
Deposit Accounts Section  
Stop: SSOR  
U.S. Government Printing Office  
Washington, DC 20402

You may also fax (202) 512-1356.

## International Orders

Orders sent directly to GPO for delivery outside the U.S. will be subject to a 25-percent surcharge for special handling required by international mailing regulations. Such orders will be shipped by surface mail. Airmail delivery is available at additional cost based on the International Postal Zone of the recipient. If you wish to have your order sent by air, you should contact us in advance by mail, telephone (202-783-3238), telex (710-822-9413 USGPO WSH), or fax (202-512-2250) for the total cost of your order. Remittance in U.S. dollars should accompany every order sent directly to GPO. We accept as remittance: checks drawn on U.S. or Canadian banks, UNESCO coupons, International Postal Money Orders, charges to prepaid Superintendent of Documents or NTIS deposit accounts and international VISA and MasterCard accounts. Please include your credit card number and date of expiration with your charge order. Checks and money orders should be made payable to the Superintendent of Documents.

**Note:** We cannot accept checks drawn on Canadian banks for less than U.S. \$4.00. Orders sent directly to GPO must be in English. We cannot accept foreign currency, checks on foreign banks, or postage stamps. Allow a minimum of 10 weeks for delivery.

# Cataloging Positions Available in LPS

The Library Programs Service is filling 2 cataloging vacancies, and would like to receive applications from as wide a field as possible. Please post the vacancy announcement, reproduced below, in your library, or bring it to the attention of librarians who might be interested.

## Merit Promotion Vacancy Announcement



Announcement No.:

92-87

### U.S. GOVERNMENT PRINTING OFFICE

Applicants who applied under 91-347 do not need to re-apply.

Position: Librarian		Issue Date: 3/2/92	Closing Date: OOF*
Series/Grade: PG-1410-9	Salary: \$27,685 - \$35,847 p.a.	Number of Vacancies: Two(2)	Promotion Potential: PG-11
Geographic Location: Washington, DC	Tour of Duty: 8:00 a.m. - 4:00 p.m.	Duration of Appointment: <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary	
Organization: Library Programs Service, Library Division, Classification & Cataloging Branch		Civil Service Status Required: See Note <input checked="" type="radio"/> Yes OR <input checked="" type="radio"/> No	
Area of Consideration: All Sources		OPM Notice of Results Required: See Note <input type="radio"/> Yes <input checked="" type="radio"/> No	

### SUMMARY OF DUTIES/RESPONSIBILITIES:

Catalogers are assigned to one of the sections in the Cataloging Branch, and are responsible for cataloging and related support activities and projects for several publication formats from a variety of Federal publishers. Performs descriptive cataloging of Federal documents, including monographs, serials, maps, audiovisual materials, machine-readable data files, microfiche, etc. Consults a variety of sources and analyzes data in order to create appropriate bibliographic access. Performs subject analysis of all material cataloged in order to assign Library of Congress (LC) subject terms for retrieval purposes. Consults the Library of Congress Subject Headings (LCSH) to determine correct subject treatment. In cooperation with LC, establishes new subject headings to be added to the LSCH files when necessary. Creates new bibliographic records and adapts already existing records on the On-line Computer Library Center (OCLC) data base, in conformance with standards for cataloging established by the Branch and by national cataloging authorities.

**QUALIFICATIONS:** Applicants must possess: A.) A master's degree or 2 full academic years of graduate study in library science; or B.) Professional or advanced experience or graduate study: (1) One year of experience in librarianship. (2) One year of experience which provided the applicants with the knowledge and abilities required by this position.

Applicants who qualify based on a combination of education and experience must pass a subject matter test in Library Science.



**NOTE:** All non-status candidates who meet minimum requirements will be referred to the Office of Personnel Management for certification. The Government Printing Office will not pay relocation costs.

\* The closing date of this announcement is "Open Until Filled." The first cut-off will be 3/20/92. Subsequent cut-offs will be every two weeks following the first cut-off date.

**RANKING FACTORS:** Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials. Applicants must meet time-in-grade and qualification requirements by the closing date of the announcement.

1. Knowledge of rules and principles of establishing name authority headings through the National Coordinated Cataloging Operations Project.
2. Knowledge of AACR2 and GPO cataloging guidelines.
3. Ability to analyze complex cataloging issues and make policy decisions.
4. Knowledge of OCLC and other automated library databases/systems.
5. Ability to communicate effectively in writing and orally.
6. Knowledge of theories, principles, and techniques of librarianship.

**TO APPLY:** Each applicant must submit:

**NOTE:** Submit GPO Form 2566 "Report of Merit Promotion Action" if you want a report on the status of your application.

☒ Copy of your latest annual performance rating.

☒ Standard Form 171, "Application for Federal Employment"

☐ Special Application Form (Available from GPO Employment Branch)

☒ Copy of SF-50, showing proof of status or reinstatement eligibility.

**APPLICATIONS AND REQUESTED FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.** Please describe duties and responsibilities in your own words; do not submit copies of position descriptions. Non-GPO applicants who are selected for appointment must successfully pass a drug test.

**SUBMIT APPLICATION TO:**

LAVERNE BLACKWELL

U.S. Government Printing Office  
Employment Branch, Rm. C106, Stop PSE  
North Capitol and H Streets NW  
Washington, DC 20401

**For additional information, call:**

VALERIE TRIPP (202) 512-1118

GPO Form 2884 (R 2-90) P. 57543-7

**THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**



Detail from Archeology, Illinois and Michigan Canal National Heritage Corridor.  
National Park Service. I 29.2:Ar 2/17





*American avocet on nest.*

*Illustration from Prairie Marsh  
Wildlife Drive, Benton Lake National  
Wildlife Refuge, Black Eagle, Montana.  
Fish and Wildlife Service, 1991.  
I 49.44/2:B 44/3*



## Cataloging Policy Changed For Documents Converted to Microfiche

GPO has begun cataloging documents converted to microfiche as reproduction microfiche, rather than as paper. The reproduction microfiche cataloging records are prepared according to AACR2, Chapter 11. This change was announced at the GODORT Cataloging Committee meeting at ALA Midwinter in San Antonio.

Since 1977, it had been GPO policy to catalog the archival version of a publication in the original format in which it was published. This policy was stated in the GPO Cataloging Guidelines, 3rd edition, 1990 (GP 3.29:C 28/990).

GPO will gradually phase in this change over the next few months. Items that remain in the backlog in their original paper format will be cataloged according to the previous policy, as paper, if no microfiche version is available.

A change in workflow procedures will enable the Cataloging Branch to receive the microfiche distributed to depository libraries as soon as the items have been shipped. This will provide for a more timely distribution of cataloging information for depository microfiche items.

Questions concerning this change in policy may be addressed to:

Laurie Beyer Hall  
Chief, Cataloging Branch  
STOP: SLLC  
U.S. Government Printing Office  
Washington, D.C. 20401

(202) 512-1121  
(202) 512-1432 (FAX)



## Periodicals Supplement for 1992: Corrections

Due to a problem that occurred during the production process, the titles listed below were inadvertently left out of the Periodicals Supplement for 1992. These titles have been distributed on the GPO Cataloging Tapes.

SuDocs #	Title	OCLC #
A 13.123:	Monthly Alert.	22136336
A 77.12:	Agricultural Research.	1378561
C 3.158:MQ 34 K	Current Industrial Reports. Steel Shipping Drums and Pails.	9984292
C 3.164:900	U.S. Merchandise Trade. Seasonally Adjusted Imports & Exports.	22431448
C 55.331/3:	Monthly Highlights.	23893317
D 212.14:	Newsletter (Navy Supply Corps)	2244047
HE 20.3161:	Journal of the National Cancer Institute.	1064763
J 1.14/8:	FBI Law Enforcement Bulletin.	2557429
S 18.47:	A.I.D. Research and Development Abstracts.	1798797
X/a:	Congressional Record (daily edition)	2437919



ASST. SUPERINTENDENT



1952 revision of arrowhead emblem



PARK NATURALIST

Illustrations from National Park Service Uniforms, Badges and Insignia, 1894-1991. National Park Service, 1991. I 29.2:B 14/4



# Readers Exchange

## How We Automated Our Government Documents Shelflist

by

Scott E. Thomas  
Scranton Public Library

In September of 1989 the Scranton Public Library, a selective depository currently receiving approximately 6,300 titles per year, automated its government documents shelflist which, up to that point, had been on typed 3" X 5" index cards. After 2 1/2 years, almost 15,000 records, and a few setbacks, we are ready to pass along our experiences to other depository libraries who may be contemplating a similar move.

### General Information

#### Software

Program: **Paradox**

Hardware: 1 Tandy 3000HL PC with a 40 meg. hard drive and  
a 5 1/4" floppy drive  
1 color monitor  
2 dot-matrix printers (one for printing labels and  
one for printing text)

Individual records include the following fields:

Sudocs

Item

Title

Location (within the Scranton Public Library)

Date Received

Format (Fiche, Paper, CD etc.)

Earliest Possible Discard Date (five years from  
the date received)

### Sample Record:

Sudoc: Y 4.W 36:101-120  
Itemno: 1028-B  
Title: Cash & health insurance benefits  
to dislocated workers  
Location: govdocs  
Date: 12/09/91  
Format: fiche  
Discard: 12/96

## Procedures

The government documents clerk enters information into the shelflist directly from the GPO shipping list, oversees the generation of labels, and edits existing records as needed. After each data-entry or editing session, the file is saved onto the hard drive and copied onto a floppy disk using the DOS "Backup" command.

All reference librarians have been trained in **Paradox** querying techniques, thereby allowing them to use the database for locating documents within the Scranton Public Library system or for rudimentary subject searching. In order to maintain the integrity of the shelflist, patrons are not allowed to conduct searches without the supervision of a trained staff member.

## Choice of Software

Since September of 1989 we have experimented with three different database programs. Initially, we tried **dBase IV**, but the amount of staff training required to perform basic operations made it an impractical choice. **Professional File**, a much simpler program, solved the training problem, but was extremely limited in terms of printing options, search techniques, retrieval speed, and maximum file size (56,000 records). **Paradox** has proven to be the perfect compromise.


## Functions

Obviously, the main function of the shelflist is to maintain bibliographic control over our government documents collections. It is, however, also used for these additional purposes:

1. **Subject Searching:** Though we do not assign subject headings to government documents, searching the title field by keyword can provide limited subject access to documents in our collection. Usually, however, we prefer to use the **GPO Monthly Catalog** on CDROM for subject searching. The shelflist can then be used to determine the location of the desired document within the S.P.L. system.
2. **Location Finder:** While there is a centralized area for storing government documents at the Scranton Public Library, documents that prove consistently popular with patrons may be placed in the circulating collection, reference collection, or vertical files. The automated shelflist enables staff members to determine the location, call number, or file heading of a specific document.
3. **Labels:** Prior to automating our shelflist, checking-in a government document involved typing the shelflist card, typing and attaching a Sudocs label, and stamping the document with the library name, date, and a "U.S. Govt. Depository" statement. Now the sudocs and date received are printed directly from the shelflist onto preprinted labels that are wide enough to accommodate even extremely long sudocs numbers.



Sample Label:

<p>NAS 1.2:Ae 8/14 1/27/92</p> <p>SCRANTON PUBLIC LIBRARY U.S. GOVERNMENT DOCUMENT</p>	
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4. **Discard List:** Beginning in 1995 (five years from the start-up date of the automated shelflist), we will be able to generate a discard list in print or electronic formats. The presence of a discard field in the record (indicating what the date will be five years from the date received) will enable us to query for documents that are eligible for discard, review them for possible retention or deletion, and generate a list of discarded items that contains the information required by GPO guidelines.

### Summary

Our automated shelflist saves staff time, gives us greater bibliographic control over our government documents, and allows us, albeit in a limited way, to search our government documents collection by subject. All in all, a successful project.

For more information, please contact:

Scott Thomas  
Head of Government Document Services  
Scranton Public Library  
500 Vine Street  
Scranton, PA 18509-3298  
(717) 348-3008



## **Spring 1992 Council Meeting Preliminary Agenda Set**

The Depository Library Council to the Public Printer (DLC) will hold its Spring 1992 meeting on Tuesday, April 28, 1992, at the U. S. Government printing Office (GPO). The meeting will begin at 8:30 a.m. and will conclude at 3:00 p.m.- It will be held in the Carl Hayden Room, GPO, 732 North Capitol Street, N.W., Washington, D.C- 20401. The purpose of this meeting is to discuss the Federal Depository Library Program. The meeting is open to the public.

Anyone who wishes to attend the meeting must notify Josephine Williams, U. S. Government Printing Office (SL), Washington, D.C. 20401. Telephone: (202) 512-1114. A limited number of hotel rooms have been reserved at the Rosslyn Westpark Hotel, 1900 N. Fort Meyer Drive, Arlington, VA 22209, for anyone needing hotel accommodations. Telephone: (703) 527-4814-1616. Room cost per night is \$90.00.

DLC members will spend Monday, April 27, 1992, at GPO preparing for the Spring 1992 meeting.

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### **Preliminary Agenda**

**8:30 a.m. - 11:30 a.m. Council discussion of issues**

1. Possible structure of GPO electronic interface
2. Types and specific databases for loading on the Internet
3. Benefits
4. Technical support

**11:30 a.m. - 1:00 p.m. Lunch**

**1:00 p.m. - 2:30 p.m. Council discussion of issues**

5. Risk assessment

**2:30 p.m. - 3:00 p.m. Observer comment period**

(See Administrative Notes, v. 13, no. 5, 2/29/92, for information on the issues; additional information on each issue will be published in the next issue of Administrative Notes.)





Bureau of Land Management



**PUBLIC  
LANDS  
★USA★**



**USE ★ SHARE ★ APPRECIATE**

Emblem from Escalante Resource Area, Recreation Map and Visitor Information.  
Bureau of Land Management, 1991. I 53.11:Es 1/3

## Table of Contents

Federal Depository Library Responsibilities: Graphic #5 .....	1
SuDocs Letter: Port Needs Study Released .....	2
New Bulletin Board SIG Open for Your Comments	
On the Supreme Court Pilot Project .....	3
USGS Will Sell DMA Maps as of April 15 .....	4
Sales Order Forms Available .....	4
Cataloging Positions Available in LPS .....	7
Cataloging Policy Changed For Documents Converted to Microfiche ..	9
Periodicals Supplement for 1992: Corrections .....	10
Readers Exchange: Automation, Shelflist (PA) .....	11
Spring 1992 Council Meeting Preliminary Agenda Set .....	14

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(202) 512-1130